



AmeriFlex Online Account Instructions

■ Accessing Your AmeriFlex Account via the Internet:

Go to **www.flex125.com**. Select *Employee* from the left navigation menu. Next, select *View Your Account Activity*, then click on *Enrolled Members*. Select the debit card that you currently use (Visa or MasterCard) and you will be directed to the Benefits Payment System Web site (if using MasterCard) or the AFC Portal (if using Visa) where you will be able to create your account. Please note that pop-up blockers must be disabled in order to access the Benefits Payment System site.

■ To Create an Account for your MasterCard Debit Card:

Select *Create Account* from the main screen. All fields **MUST** be completed to create your account.

For AmeriFlex Convenience Card Holders:

- ***Name** - enter participant's First and Last name
- ***Employee ID** - enter participant's social security number without dashes
- ***Card Number** - enter your AmeriFlex Convenience Card number without spaces
- ***New User ID** - create a username specific to you
- ***Password** - create a password specific to you
- ***Security Word** - enter Mother's Maiden Name
- ***E-Mail Address** - enter your email address

For Non-Cardholders:

- ***Name** - enter participant's First and Last name
- ***Employee ID** - enter participant's social security number without dashes
- ***Employer ID** - this can be obtained by calling AmeriFlex's Customer Service Dept.
- ***New User ID** - create a username specific to you
- ***Password** - create a password specific to you
- ***Security Word** - enter Mother's Maiden Name
- ***E-Mail Address** - enter your email address

■ Balances:

Select the *Accounts* tab to view balances in all accounts. You can also view the Plan Year, Account Type, YTD Contributions, Annual Election, Disbursements YTD, and Disbursable Balance.

■ Statements:

Under the *Accounts* tab, select *Statement* to prepare and print a cardholder statement. The statement will illustrate only those transactions that were successfully deducted from or deposited into the account.

■ History:

Under the *Accounts* tab, select *History* to show a complete Transaction History. The Transaction History includes all attempted charges regardless of the success of those transactions.

■ Lost/Stolen Card:

Under the *Home* tab, select *Lost/Stolen Card* to report your card lost or stolen. Please contact AmeriFlex to have a new card issued.

■ Frequently Asked Questions:

Under the *Home* tab, select *Frequently Asked Questions* to view FAQs such as definitions of terms, *How Do I* questions, etc.

■ Change Log-In Information:

Select *User Options* from the top right corner of the screen. Within *User Options* you can change your password and email address.